

**FEDERAL TRANSIT ADMINISTRATION**  
**PROJECT MANAGEMENT OVERSIGHT PROGRAM**

**Contract No. DTFT60-04-D-00013**  
**Project No. DC-27-5041**  
**Task Order No. 10**

**CLIN 0003: Monitoring of Grantee**  
**Subtask 12B: Specialized Monitoring Deliverable**

**Grantee: City and County of Honolulu**

**Honolulu High-Capacity Transit Corridor**  
**Project**

**Specialized Monitoring Deliverable**  
**February 2008 – April 2008**

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## LIST OF ACRONYMS

AA	Alternatives Analysis
Booz Allen	Booz Allen Hamilton
BFMP	Bus Fleet Management Plan
CMP	Configuration Management Plan
DB	Design/Build
DEIS	Draft Environmental Impact Statement
DTS	City & County of Honolulu Dept. of Transportation Services
EIS	Environmental Impact Statement
FD	Final Design
FEIS	Final Environmental Impact Statement
FFGA	Full Funding Grant Agreement
FLSC	Fire/Life Safety Committee
FTA	Federal Transit Administration
GEC	General Engineering Consultant
GET	General Excise Tax
HCTCP	High-Capacity Transit Corridor Project
HDOT	State of Hawai'i Department of Transportation
LPA	Locally Preferred Alternative
MOS	Minimum Operating Segment
NEPA	National Environmental Policy Act
NTP	Notice to Proceed
PB	PB Americas, Inc.
PBQID	Parsons Brinckerhoff Quade & Douglas, Inc.
PE	Preliminary Engineering
PMO	Project Management Oversight
PMOC	Project Management Oversight Contractor
PMP	Project Management Plan
PMSC	Project Management Support Consultant
QA/QC	Quality Assurance / Quality Control
QMP	Quality Management Plan
RAMP	Real Estate and Acquisition Management Plan
RFI	Request for Information
RFQ	Request for Qualifications
ROD	Record of Decision
ROW	Right-of-Way
RTD	DTS Rapid Transit Division
SSCP	Safety and Security Certification Plan
SSMP	Safety and Security Management Plan
SSOA	State Safety Oversight Agency
SSOO	State Safety Oversight Office
SSORC	Safety and Security Oversight and Review Committee
SSPP	Safety and Security Program Plan
SSWG	Safety and Security Working Group
TOD	Transit Oriented Development
UH	University of Hawai'i
YOE	Year of Expenditure

## **I. EXECUTIVE SUMMARY**

The information provided in this report was obtained from phone conversations and e-mail correspondence during the months of *February, March and April 2008*, as well as meetings, workshops and discussions held during the Project Management Oversight Contractor (PMOC) site visit with the City and County of Honolulu (the City) on *April 7-10, 2008*.

The City continues to actively pursue an aggressive project schedule. The proposed "First Project" constitutes the minimum operating segment (MOS) and is a 20-mile route between East Kapolei and Ala Moana Center via Salt Lake Boulevard with 19 stations. Phase I is approximately 6 miles long and includes 6 stations. The proposed limits of Phase I are from the future site of the Kroc Center development at North-South Road to the vicinity of Waipahu. Phase II encompasses the remaining 14 miles and 13 stations.

On July 1, 2007, the City created the Rapid Transit Division (RTD) within the Department of Transportation Services (DTS) through enactment of the City's Fiscal Year 2008 Executive Operating Budget and Program. The RTD's responsibilities will include project development, management and implementation. New staff members continue to be added to the City's organization within RTD and through InfraConsult, the City's Project Management Support Consultant (PMSC). The City *has begun* to advertise the positions currently performed by InfraConsult, however, the PMOC has some concern that the City may encounter difficulty acquiring the experienced staff needed for the long-term assignment given Hawai'i's cost of living and proximity to the mainland.

On August 24, 2007, the City executed a General Engineering Consultant (GEC) contract for \$85 million with PB Americas, Inc. (PB) to perform National Environmental Policy Act (NEPA) documentation and Preliminary Engineering (PE) activities. The City has combined the activities needed to support NEPA and conduct PE into the GEC contract with separate Notices to Proceed (NTPs). NTP #1, issued on August 24, 2007, is for work required to prepare a Draft Environmental Impact Statement (DEIS) and the documents required by the Federal Transit Administration (FTA) to support the City's application to advance to PE. NTP #2 would cover the PE effort needed once the FTA has approved entry into PE. NTP #3 would be issued for the remainder of the contract work not included in NTP #1 or NTP #2.

*During the April 2008 meetings, the City stated that entry into PE will become critical by June 2008 as the GEC would need to move from engineering in support of the DEIS process to PE activities in order to support a Start of Construction by the end of December 2009. The Master Schedule for delivery of this project continues to remain in the development stage. A preliminary PE schedule was provided for review during the April 2008 site visit. Based on the schedule reviewed, Record-of-Decision (ROD) is anticipated on August 4, 2009, Start of Construction by December 31, 2009, and Revenue Service for Phase I by December 2012.*

The PMOC assessment is that the overall project schedule continues to be exceedingly optimistic. With the recent addition of GEC staff, it is possible for the City to achieve the dates provided. The City is contemplating implementing the project using an incremental approach. It is the



City's intent to begin construction of Phase I after the ROD is issued using a Design/Build method of delivery with local funds. The City continues to evaluate its options regarding project delivery for Phase II.

*The Mayor and the City Council agreed that a Request for Information (RFI) approach was the best way to facilitate the selection of the Fixed Guideway Technology for the project. The Mayor and the City Council approved an independent Technology Selection Panel to evaluate the RFI responses and make a technology recommendation. On February 22, 2008, the Technology Selection Panel recommended the use of steel wheel on steel rail technology for the project. The RFI process has been completed and Mayor Hannemann has directed DTS to begin inserting steel-on-steel as the technology in the DEIS. As of April 23, 2008, the City Council was still deadlocked on a decision over which technology to employ. The mayor has vowed to veto any measure selected other steel-on-steel technology.*

*On April 8-10, 2008, the Federal Transit Administration (FTA) and the City convened 3 days of meetings. The meetings focused on the Honolulu High-Capacity Transit Corridor Project status and were meant as a status update on the progress of the project over the past year. Groups attending included the FTA, PMOC, DTS, RTD, InfraConsult, LLC, and representatives from PB Americas (PB), the General Engineering Consultant (GEC).*

*The three days of meetings focused on the following areas:*

- *Project Delivery Approach*
- *Project Schedule update*
- *Environmental Impact Statement (EIS)/Planning / DEIS update*
- *Technology Selection*
- *Right of Way (ROW)*
- *Utility Relocation*
- *Station Design Activities*
- *Guideway Design and Alignment Activities*
- *System Design Activities*

*Meeting minutes for the three days are included in Appendix F.*

## **II. PROJECT DESCRIPTION**

The Honolulu High-Capacity Transit Corridor Project (HCTCP) is a twenty-nine (29) mile elevated fixed guideway rail system along O'ahu's south shore between Kapolei and the University of Hawai'i (UH) at Mānoa, including a spur to Waikīkī. The proposed "First Project" constitutes the minimum operating segment (MOS) and is a 20-mile route between East Kapolei and Ala Moana Center via Salt Lake Boulevard with 19 stations. Initial fleet size is anticipated to be 66 vehicles. There is currently no Full Funding Grant Agreement (FFGA) for this project.

The HCTCP serves to improve mobility in the corridor between Kapolei and the UH at Mānoa on the island of O'ahu. The City and County of Honolulu (the City) Department of Transportation Services (DTS), in coordination with the Federal Transit Administration (FTA), has performed an Alternatives Analysis (AA) to evaluate alternatives in this corridor, which serves the largest percent of population and employment in O'ahu. Four alternatives were evaluated in the AA process:

- No-Build
- Transportation System Management
- Managed Lanes
- Fixed Guideway

The AA report states the Managed Lane alternative studied two operational options, while the Fixed Guideway alternative reviewed several alignment options.

AA was initiated in August 2005 and the AA report was presented to the Honolulu City Council in October 2006. In November and December 2006, public meetings were held on the AA, and on December 22, 2006, the City Council selected the Fixed Guideway as the Locally Preferred Alternative (LPA). In selecting the Fixed Guideway as the LPA, the City Council left some areas/alignment open, to be decided on as the project progresses: West Kapolei, Salt Lake Boulevard vs. Airport alignment, and the Waikīkī/UH at Mānoa branches. The total LPA alignment is approximately 29-miles long.

The City Council also identified and selected a minimum operable segment, (hereinafter "the First Project"), which would be built first with the current funding/revenue available. This "First Project" is a 20-mile alignment from East Kapolei, through Salt Lake Boulevard and downtown, and with an eastern terminus at the Ala Moana (Shopping) Center. The "First Project" does not include the alignment from West Kapolei to East Kapolei, or from Ala Moana Center to Waikīkī or to the UH at Mānoa.

With regards to funding, the State enabled legislation for a 0.5% General Excise Tax (GET) Surcharge and the City Ordinance enacted the GET Surcharge in July and August 2005, respectively. The GET Surcharge will be a source of revenue to build the corridor project. The GET surcharge went into effect on January 1, 2007 and has a limited duration with an end date of December 31, 2022.

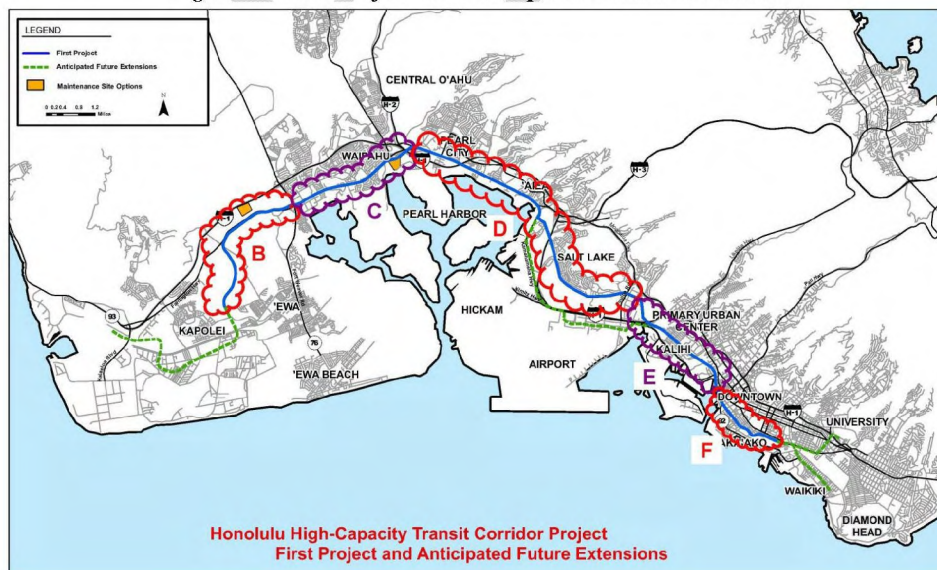
The assumptions made for the Fixed Guideway in the AA report were:

- System will operate from 4 a.m. to 12 a.m., with 3-10 minute headways.
- Maximum speed will be about 65 mph, in a fully dedicated right-of-way with dedicated vehicles, mainly on aerial/elevated guideway with columns in existing roadway medians, although at-grade may be possible in some areas.
- Guideway is less than 30 feet wide between stations, and approximately 50 feet plus vertical circulation at stations.
- Stations will be spaced approximately at every mile and approximately 270 feet long.
- Cost to ride will be the same as “TheBus” with transfer available from one to the other.

At present, the City is contemplating implementing the project using an incremental approach as shown in Figure 1 below. It is the City’s intent to perform the Final Design and begin construction of the initial phase of the “First Project” (Phase I) after the ROD is issued using a Design/Build method of delivery with local funds. Phase I is comprised of Segments B and C, and is approximately 6-miles long and includes 6 stations. The proposed limits of Phase I are from the future site of the Kroc Center development at North-South Road to the vicinity of Waipahu. Phase I is scheduled to be in operation at the end of 2012.

Phase II is comprised of the remaining limits of the “First Project”, Segments D, E and F, are from Waipahu through Salt Lake Boulevard and downtown, with an eastern terminus at the Ala Moana (Shopping) Center. Phase II consists of approximately 14 additional miles and includes 13 stations. Phase II could be opened in phases as construction is completed; the final section of the “First Project” is scheduled for operation in 2017, five years after Phase I is placed into service. The City is evaluating other options, such as Phase I operations on a demonstration basis during limited hours.

**Figure 1. First Project and Anticipated Future Extensions**



### Project Management Oversight Contractor

In March 2007, FTA assigned Booz Allen Hamilton (BAH) to serve as the Project Management Oversight Contractor (PMOC). Key staff for this project are listed in the table below.

Name	Organization	Position/Title	Phone	Email
City and County of Honolulu				
Wayne Yoshioka	City – DTS	Director	808-768-8303	<a href="mailto:wyoshioka@honolulu.gov">wyoshioka@honolulu.gov</a>
Toru Hamayasu	City – RTD	Project Manager, Honolulu High-Capacity Transit Corridor Project.	808-768-8344	<a href="mailto:thamayas@honolulu.gov">thamayas@honolulu.gov</a>
Phyllis Kurio	City – RTD	Transportation Planner	808-768-8347	<a href="mailto:pkurio@honolulu.gov">pkurio@honolulu.gov</a>
Faith Miyamoto	City – RTD	Environmental Planner	808-768-8350	<a href="mailto:fmiyamoto@honolulu.gov">fmiyamoto@honolulu.gov</a>
FTA Region IX				
Leslie Rogers	FTA	Regional Administrator	415-744-3133	<a href="mailto:leslie.rogers@dot.gov">leslie.rogers@dot.gov</a>
Ed Carranza	FTA	Deputy Regional Administrator	415-744-2741	<a href="mailto:edward.carranza@dot.gov">edward.carranza@dot.gov</a>
Nadeem Tahir	FTA	Director, Office of Program Management and Oversight	415-744-3113	<a href="mailto:nadeem.tahir@dot.gov">nadeem.tahir@dot.gov</a>
Catherine Luu	FTA	General Engineer	415-744-2730	<a href="mailto:catherine.luu@dot.gov">catherine.luu@dot.gov</a>
Booz Allen Hamilton (PMOC)				
Frank McCarron	BAH	PMOC Program Manager	703-625-9274	<a href="mailto:mccarron_francis@bah.com">mccarron_francis@bah.com</a>
Justine Belizaire	BAH	PMOC Task Order Manager	786-586-0026	<a href="mailto:belizaire_justine@bah.com">belizaire_justine@bah.com</a>

### **III. CURRENT REVIEW**

The information provided in this report was obtained from the City staff during the months of *February, March and April 2008*. A full list of attendees to the PMOC site visit on *April 7-10, 2008* is included in **Appendix A** – List of Meeting Attendees. A summary of the Action Items is listed in **Appendix D** – Action Item Summary.

#### **A. TECHNICAL CAPACITY AND CAPABILITY**

##### **Staffing**

###### **► PMOC General Observations and Concerns**

- On July 1, 2007, the City formed the Rapid Transit Division (RTD) that falls under the Department of Transportation Services (DTS). The RTD is responsible for the management and oversight of the project from PE through Construction, including all actions and project deliverables required by the FTA New Starts Program. The RTD is headed by Mr. Toru Hamayasu, who will direct the project staff consisting of full-time City employees supplemented with staff from the Project Management Support Consultant (PMSC), who will fill key project roles pending the hiring of full-time City staff. The RTD will interface with other City departments as needed.
- Additional staff members *were introduced* to the Project. The following is a listing of new staff, and their respective titles, since *January 2008*:
  - *Laura Ray, PMSC - Program Specialist.*
  - *John D. Swanson, GEC – Vehicle Manager*
  - *Kanuji Parmar, GEC – Senior Architect Manager*
- The City issued an Request for Qualifications (RFQ) for a General Engineering Consultant (GEC) for PE Services, including the NEPA work, on June 5, 2007. Statements of qualifications were received on July 5, 2007 and negotiations with PB began on July 26, 2007. The City executed the contract on August 24, 2007, and issued NTP #1 for work required to prepare a DEIS and the documents required by FTA to support the City's request to enter PE.
- The GEC advised that there are now a total of 72 subconsultants associated with the GEC, of which approximately 70 are local firms. There are signed agreements with 35 of the subconsultants, with others in process.
- The PMOC remains concerned that the City may encounter difficulty acquiring the experienced staff needed for the long-term assignment, given Hawai'i's cost of living and distance from the mainland.

##### **Deliverables**

The overall list of documents required by the grantee to demonstrate technical capacity and



capability and the current status of these documents is illustrated in **Appendix B – Grantee Deliverables for Technical Capacity and Capability**.

► ***PMOC General Observations and Concerns***

- *During the reporting time period, the City continued to develop the deliverables required to demonstrate technical capacity and capability. During the months of March and April 2008, the PMOC received the City's revised Project Management Plan (PMP), Bus Fleet Management Plan (BFMP), Safety and Security Management Plan (SSMP), Quality Management Plan (QMP) and Real Estate and Acquisition Management Plan (RAMP). These documents are under review by the PMOC, however, a quick check of the plans indicate that the City has made the necessary revision to the plans for entry into PE.*
- The FTA PE Checklist was reviewed with the City in its entirety. The City is currently on schedule to complete the Technical Capacity and Capability Requirements for Entry into PE in May 2008. The only area of uncertainty is the Risk Activities/Contingency Management Plan requirements. This is a major concern that needs to be addressed by FTA.
- The PMOC has a significant concern regarding risk activities needed to enter into PE. FTA needs to clearly identify the risk products required to enter into PE. Continued delay in specifying the risk activities will significantly impact the critical path of the project.

► ***Project Management Plan (PMP)***

*PMOC Observations and Concerns*

- *Overall, the version of the PMP received on March 17, 2008 covers all the requirements to be included in the plan at this phase of the project. The PMOC will complete its review of the plan by the week of April 25, 2008.*
- *Comments provided based on the review of the plan should be addressed during the PE phase. This document is a living document and as such should be updated throughout the life of the project.*

*Action Items*

- The PMOC to complete review of the PMP by April 25, 2008 and provide comments to the City for incorporation in subsequent revisions to the PMP.
- The City to provide a complete Document Control Plan for document handling during PE by June 15, 2008.

► ***Safety and Security Management Plan (SSMP)***

*PMOC Observations and Concerns*

- *The March 10, 2008 version of the SSMP was reviewed by the PMOC. The FTA guidelines checklist was used to evaluate the SSMP readiness to enter into PE. In*

general, the SSMP meets the recommended guidance. The following items should be incorporated into the SSMP prior to entering into PE:

- The SSMP policy statement should include a statement on completing a safety and security certification program. Safety and security certification forms the foundation for all safety and security activities contained in the SSMP and should be identified in the policy statement.
- The City indicated that the Mayor of Honolulu will sign and approve the SSMP policy statement. By having the Mayor sign the policy statement, all City agencies will be committed to the provisions contained within the SSMP. In addition to the Mayor's sign-off on the policy statement, five City department heads will be required to sign a 'statement of commitment' to the SSMP. The signers are intended to be:
  - Project Executive Director, RTD
  - Fire Chief, Honolulu Fire Department
  - Chief of Police, Honolulu Police Department
  - Director, City of Honolulu Department of Emergency Management
  - Director, City of Honolulu Emergency Services Department
  - Director, City of Honolulu Department of Transportation Services.

These signatures should be obtained for the Plan prior to entering into PE..

- The PMOC has been concerned that the time required to establish a State Safety Oversight Agency (SSOA) in the State of Hawai'i is undefined at this time. FTA has indicate that they will advise the State of the SSOA requirement at the time approval to enter PE is issued.
- The PMOC provided comments to the City for incorporation into the SSMP on Tuesday, April 15, 2008

#### Action Items

- The City to submit the approved and signed SSMP by April 30, 2008.

#### ► **Real Estate and Acquisition Management Plan (RAMP)**

##### PMOC Observations and Concerns

- The City transmitted an updated version of the RAMP on March 12, 2008. After preliminary review and discussions, the PMOC determined that the latest version of the RAMP still lacked sufficient detail. Subsequently, PMOC had several informal discussions with the consultant responsible for developing the RAMP. Informal comments were provided on two occasions.
- On April 3, 2008, an updated version of the RAMP was provided to the PMOC. After



*a preliminary review the PMOC notes that the City has done significant work to incorporate PMOC comments and address issues that were raised.*

- *The last version of the RAMP identifies two key positions, Manager of Real Estate (City position currently vacant) and Chief Land Division.*
  - *The Manager of Real Estate has the overall responsibility for implementing real estate activities for the project including schedule, budget and compliance.*
  - *The Chief Land Division has responsibility for approving just compensation, approving administrative settlement, supervision over land acquisition, surveying and appraisals.*
  - *The current organization chart shows reporting and working relationship between the Manager of Real Estate and the Chief Land Division. In addition, the organization chart shows reporting and working relationship between the Chief Land Division, Manager of Real Estate and the relocation specialist.*
  - *These positions still report to different Directors, however, in the body of the RAMP they do an adequate job on explaining how all of the coordination will work. The way the City departments are organized, it appears this may be the best solution. As part of on going oversight the PMOC can monitor how this coordination is working..*
- *Under the current organization, there is no identification of how any issues or disputes will be resolved between key project personnel in different divisions.*
  - *Accountability for schedule and budget must be elevated to the Manager of Real Estate and the Chief Land Division Directors or the Managing Director.*
  - *This may have significant negative impact on schedule and budget. Discussions with the City and its consultant indicate that this issue will be addressed in final RAMP submittal.*
- *The resumes in the last version of the RAMP do not demonstrate satisfactory Uniform Act experience. To demonstrate Technical Capacity and Capability the RAMP must show the right-of-way team has sufficient Uniform Act experience to implement the project.*
  - *The City has stated they will detail the Uniform Act experience in the final RAMP submittal.*
- *The City is expecting to adopt the Hawaii Department of Transportation's (HDOT) policies and procedures for land acquisition and relocation.*
  - *HDOT is currently revising the policies and procedures to reflect the latest revisions to the Uniform Act Regulation Final Rule (49 CFR Part 24). The HDOT policies and procedures would be approved by the Federal Highway Administration.*

- *The City will review the policies and procedures and make any modification(s) that would be necessary to meet FTA and the City requirements.*
- *City resubmitted a final RAMP incorporating comments on April 17, 2008. The RAMP is currently under review.*

#### Action Items

- *The City needs to further develop the dispute resolution process between City departments.*
- *The City needs to adopt HDOT policies and procedures to implement right-of-way acquisitions and relocation activities in compliance with the U.S. Department of Transportation's regulations implementing the Uniform Relocation and Real Property Acquisition Policies Act of 1970, as amended. The PMOC would review policies and procedures when available. If these policies and procedures are not available at this time, the PMOC would recommend a conditional approval of the RAMP subject to a review and approval. No land acquisition activities should be undertaken until approved policies and procedures have been adopted and included in the RAMP.*
- *The City needs to incorporate comments provided informally to consultant, including more detailed resumes showing sufficient Uniform Act experience.*
- *City needs to identify its functional replacement process.*

#### ► **Bus Fleet Maintenance Plan (BFMP)**

##### PMOC Observations and Concerns

- *The third version of the BFMP was transmitted to the PMOC for review on April 4, 2008. The PMOC reviewed the document and compared the revised plan against the comments discussed during the January 16, 2008 workshop with the City staff. The PMOC is of the opinion that the third version of the BFMP is comprehensive, concise and fully developed.*
- *The PMOC accepts the Bus Fleet Management Plan for the Honolulu High-Capacity Transit Corridor Project. The plan can be submitted to FTA for review/comment and approval.*

#### Action Items

- *The City is required is to correct the spare ratio definition at the bottom of Table 4-3 Fixed Route Bus Fleet Replacement and Expansion Plan found on page 4-8.*

► **Quality Management Plan (QMP)**

PMOC Observations and Comments

- *The second revision of the QMP was transmitted to the PMOC for review on March 26, 2008. The second revision of QMP incorporated and addressed the comments provided by the PMOC as the result of the workshop held on January 16, 2008.*
- *The current revision is acceptable for entry into PE with the condition that comments provided are incorporated into the subsequent revisions as the project progress through the various stages.*

Action Items

- *The City to incorporate the review comments provided into the next update of the QMP.*

**B. PROJECT SCHEDULE, COST AND DELIVERY**

Overall, the City continues to evaluate the project schedule and delivery method. The project completion date (**Appendix C – Overall Project Schedule**) has not changed since the first schedule delivered in April 2007.

The GEC contract covers the activities needed to support the NEPA process and also covers the required New Starts activities and deliverables. The contract is structured with three separate NTPs. NTP #1 was given to the GEC on August 24, 2007 and provides the City with the technical support for development of the DEIS and also covers development of the required deliverables needed for entry into PE. NTP #2, anticipated to be issued in 2008, will cover the PE effort needed once FTA has approved entry into PE. A third NTP for all work not covered by NTP #1 or NTP #2 will be issued when required.

The City is having the GEC develop a Project Master Schedule. A draft of the Master Schedule for the “First Project”, originally scheduled for November 2007. *A working draft was made available to the PMOC on April 9, 2008. The PMOC will do a initial review of the current draft schedule. At the end of April 2008 when the City publishes the next version of the schedule the PMOC will do an extensive review and provide comments and recommendations to the City.*

► **PMOC General Observations and Concerns**

- The City is still in the process of developing a Master Schedule for the “First Project”. *However, they released a working version of the schedule on April 9, 2008.*
- The GEC schedule for PE and EIS activities has a significant level of detail in the EIS and related preliminary design process areas.
- At this time, Phase I (Segments B and C) of the “First Project” is planned to be Design/Build (DB) using local funds only. Construction is scheduled to begin after the

ROD is issued. The City wants something visible to happen on the project within five (5) years, including revenue operation by 2012. The City continues to review the phases and methods of design and construction with the GEC.

- The current schedule shows final phases of work to come online by mid 2016, starting with Segment D, followed by Segment E in January 2017 and Segment F by mid 2017, which is five (5) years after the first phase is operational.
- FTA advised the City that it takes approximately 3 to 4 months to receive approval to enter into PE from FTA Region IX.
- The PMOC still has concerns with regards to the overall project schedule. To date a detailed project schedule, the Master Schedule, has not been developed in sufficient detail, covering many of the key project areas. Overall, the schedule is optimistic, with groundbreaking by December 31, 2009 and Phase I opening for revenue service by 2012.
- *In order to determine the most effective alternative for execution of the project, the City has held several workshops prior to PE in an effort to analyze and evaluate structural options for both the guideway foundations and the aerial structure, station design to maximize circulation, and construction and systems installation packaging. Summary reports are generated by the City for each workshop held and the more favorable alternatives chosen for further evaluation. The following is a list of the workshops held to date:*
  - *Environmental – October 1-4, 2007*
  - *Structural and Geotechnical – January 7-10, 2008*
  - *Station Area Interface – January 14-18, 2008*
  - *Structural – January 21-25, 2008*
  - *Architectural – February 7-8, 2008*
  - *Systems Engineering – March 10-14, 2008*
- *In addition to the workshops mentioned above, the City help a Contractor's Forum on March 20-21, 2008, with representatives from the construction industry, to discuss potential project delivery approaches and economic concerns; i.e. labor and material availability. A summary report of the meeting will be made available once finalized.*
- *Current project budget is estimated at \$4.940 billion year-of-expenditure (YOE) including finance charges through 2018 (\$4.684 billion YOE excluding finance charges).*
- *City expenditures reported as of April 3, 2008 are a total of \$19,303,558 – Alternative Analysis \$9,818,462 and Engineering to support DEIS \$9,485,096. The City advised that the cost effectiveness for the HCTCP is \$21.70 based on current estimates and forecasts.*

► **Action Items**

- *The PMOC will perform a quick review of the draft Master Schedule provided by the City on April 9, 2008. At the end of April 2008 when the next revision of the schedule is released, the PMOC will do a more detailed review of the schedule.*
- The City will continue to refine the PE/EIS schedule and include the Real Estate acquisitions process.
- *The City will provide the summary report of the Contractor's Forum once finalized.*

**C. ENVIRONMENTAL IMPACT STATEMENT (EIS) / ALTERNATIVES ANALYSIS (AA)**

The GEC has initiated the activities necessary for the development of the EIS. As stated in the Project Schedule and Delivery section of this report, the schedule for development of the EIS is very aggressive.

► **PMOC General Observations and Concerns**

- The City indicated that they have satisfied all the requirements for the Alternative Analysis (AA) to FTA. *FTA concurred that all required documentation to support AA has been received and no further action is required by the City.*
- The GEC has developed a detailed draft schedule for entry into PE and delivery of the Environmental Impact Statement (EIS). This schedule has the DEIS being available in September 2008 and the Final Environmental Impact Statement (FEIS) in June 2009.
- The PMOC remains concerned that the schedule for the EIS is very aggressive, particularly in the timeframe between the DEIS and FEIS, where public hearings are held and comments are generated and incorporated into the FEIS documentation.
- As previously discussed, the GEC has developed a detailed schedule outlining the activities required for the development of the EIS. This schedule also includes the design elements required to support development of the EIS.
- In support of the development of the EIS, the GEC is currently preparing plan and profile drawings, identifying Right-of-Way takes for the guideway, stations and ancillary facilities, and identifying traffic lane impacts on roadways adjacent to the proposed alignment.
- The GEC has conducted environmental, planning, station area interface, financial and structural workshops since the October 2007 PMOC visit. The Structural and Geotechnical workshop was held January 7-10, 2008 and covered several key areas including discussion of the superstructure standard guideway types, identifying "long span" alternatives, reviewing foundation issues and alternatives, discussion of construction packaging and staging, discussion of design criteria and a review of the project schedule.

- The GEC has also undertaken and completed several environmental studies, studied alignment refinements, and is currently assisting the City in the technology selection process.
- The City has begun to hold coordination meetings with Hawaiian Electric Company and is currently working on the Utility Master Agreement.
- To meet the PE/EIS schedule, the City will be developing the DEIS documentation by building on work previously done on prior projects in the 1990s. The PMOC acknowledges the benefits of building on past documentation. However, the PMOC remains concerned that the schedule is very aggressive.
- The PMOC is also concerned that the City has underestimated the review time that will be required for the review of the FEIS by FTA prior to issuance of the Record-of-Decision

► **Action Items**

- *FTA Region IX to facilitate a conference call between FTA Headquarters and the City to assist the City with potential EIS issues and outstanding questions.*
- *It was recommended that the City begin discussions with the property owners along the project ROW that will be affected by the construction.*

**D. TECHNOLOGY SELECTION PROCESS – REQUEST FOR INFORMATION**

► **General Observations**

- *The Mayor and the City Council agreed that a Request for Information (RFI) approach is best to facilitate the selection of the Fixed Guideway Technology for the project. An RFI and accompanying evaluation criteria was issued and made available to all interested suppliers and technology manufacturers in December 2007.*
- *On January 23, 2008, Mayor Hannemann introduced a proposal to create the Technology Selection Panel, which the City Council voted 6-3 to approve a measure that authorized the experts to select the technology for the HCTCP. The Technology Selection Panel was comprised of 5 members, 2 of whom were selected by the Mayor and 2 of whom were selected by the City Council. The fifth, who served as chairman, was selected by the panel.*
- *The panel was required to meet predetermined criteria, with members having experience in at least two different types of technologies, at least one with civil/construction experience, at least one with operations and maintenance experience, at least one with vehicles and systems experience and at least one with experience or advanced degree in public policy. All panel members were also required to meet predetermined conflict of interest criteria.*

- *The following is a list of the five members chosen for the technology selection panel:*
  - **Ken Knight** – Construction Expert.
  - **Henry Kolesar** – Operations Expert.
  - **Steve Barsony** – Systems Engineer
  - **Panos Prevedouros** – Transportation Engineer/University of Hawai'i at Mānoa professor.
  - **Ron Tober** – Rail Transit General Manager and CEO (Panel Chair)
- *The City, with assistance from the GEC, analyzed the RFI responses and prepared a report summarizing Technology Recommendations with all supporting data and information. This report was provided to the Technology Selection Panel, which first met on February 15, 2008. Over the next week of February 18-22, 2008, the panelists reviewed the information received from the RFIs from ten companies. There were four technologies proposed: steel wheel on steel rail, monorail, magnetic levitation and rubber-tire vehicle. Each panelist submitted a report on February 20, 2008, detailing their recommended technology. The Technology Selection Panel reconvened on Friday, February 22, 2008 and recommended steel wheel on steel rail as the Fixed Guideway Technology. Due to the local Sunshine Law, the panelists were sequestered and were not to communicate with one another unless in a public forum.*
- *At the City Council Meeting on March 12, 2008, the Council voted to include both rubber tire on concrete and Maglev technologies, and the steel wheel on steel rail recommendation made by the Technology Selection Panel for Council consideration.*
- *The Transportation & Public Works Committee reviewed the proposed technologies on April 3, 2008. Each technology vendor made a presentation to the Committee and responded to subsequent questions. The Transportation & Public Works Committee voted to voted 4-1 to reverse the earlier decision to include both rubber tire on concrete and Maglev technologies and recommended the steel wheel on steel rail technology to the City Council for approval.*
- *On April 17, 2008, the City Council reconvened to discuss and vote on the technology selection bill. After several 4-4 votes, the City Council failed to reach a majority decision on the technology. Five votes were needed to approve or reject a technology. The City Council agreed to reconsider the bill at a meeting on April 23, 2008.*
- *On April 23, 2008, the City Council deadlocked once again on a decision over which technology to employ for the planned mass-transit system. The outcome for now leaves the decision with the Mayor.*
- *In response to the deadlock, Mayor Hannemann directed DTS to begin inserting steel-on-steel as the technology in the DEIS. The Mayor does not need the City Council's approval to choose the technology and has vowed to veto any measure selected other than steel-on-steel technology.*



► **Action Items**

- *PMOC to continue to monitor to the political process for finalizing the Technology Selection.*

DRAFT

## APPENDIX A – LIST OF MEETING ATTENDEES

Name	Organization/Title	Phone	Email	Attendance			
				A	B	C	D
Leslie Rogers	FTA / Regional Administrator, Region IX	415-744-3133	<a href="mailto:leslie.rogers@dot.gov">leslie.rogers@dot.gov</a>	X	X	X	
Ed Carranza	FTA / Deputy Regional Administrator, Region IX	415-744-2741	<a href="mailto:edward.carranza@dot.gov">edward.carranza@dot.gov</a>				
Nadeem Tahir	FTA / Director, Office of Program Management and Oversight	415-744-3113	<a href="mailto:nadeem.tahir@dot.gov">nadeem.tahir@dot.gov</a>	X		X	
Catherine Luu	FTA / General Engineer	415-744-2730	<a href="mailto:catherine.luu@dot.gov">catherine.luu@dot.gov</a>	X		X	
Ray Sukys	FTA / Director, Office of Planning and Program Development	415-744-2802	<a href="mailto:raymond.sukys@dot.gov">raymond.sukys@dot.gov</a>	X	X		
Ted Matley	FTA / Planner, Region IX	415-744-2590	<a href="mailto:ted.matley@dot.gov">ted.matley@dot.gov</a>	X	X		
Mufi Hannemann	City and County of Honolulu / Mayor			X			
Wayne Yoshioka	DTS / Director	808-768-8303	<a href="mailto:wyoshioka@honolulu.gov">wyoshioka@honolulu.gov</a>	X			
Richard Torres	DTS / Deputy Director		<a href="mailto:rtorres@honolulu.gov">rtorres@honolulu.gov</a>				
Toru Hamayasu	RTD / Project Manager, Honolulu High-Capacity Transit Corridor Project	808-768-8344	<a href="mailto:thamayasu@honolulu.gov">thamayasu@honolulu.gov</a>	X	X	X	X
Kenneth Banao	RTD / Transportation Planner	808-768-8352	<a href="mailto:kbanao@honolulu.gov">kbanao@honolulu.gov</a>				
Phyllis Kurio	RTD / Transportation Planner	808-768-8347	<a href="mailto:pkurio@honolulu.gov">pkurio@honolulu.gov</a>	X	X	X	X
Faith Miyamoto	RTD / Environmental Planner	808-768-8350	<a href="mailto:fmiyamoto@honolulu.gov">fmiyamoto@honolulu.gov</a>	X	X	X	X
Bruce Nagao	RTD / Transportation Planner	808-768-8351	<a href="mailto:bnagao@honolulu.gov">bnagao@honolulu.gov</a>				
Mary (Dodie) Browne	DDC / Acquisition Officer	808-768-8733	<a href="mailto:mbrowne@honolulu.gov">mbrowne@honolulu.gov</a>				
Milton Watanabe	DDC / Land Survey Chief	808-768-8732	<a href="mailto:mwatanabe1@honolulu.gov">mwatanabe1@honolulu.gov</a>				
Scott Shigeoka	DDC / Real Estate Property Appraisal Officer	808-768-8737	<a href="mailto:sshigeoka@honolulu.gov">sshigeoka@honolulu.gov</a>				
Thomas Miyata	DDC / Division Chief	808-768-8736	<a href="mailto:tmiyata@honolulu.gov">tmiyata@honolulu.gov</a>	X		X	
Diane Murata	BFS / Property Management Officer	808-768-3950	<a href="mailto:dmurata@honolulu.gov">dmurata@honolulu.gov</a>				
May Whitten	BFS / Property Management Specialist – Relocation	808-768-3946	<a href="mailto:mwhitten@honolulu.gov">mwhitten@honolulu.gov</a>				
Michael Hiu	BFS / Assistant Purchasing Administrator	808-768-3940	<a href="mailto:mhiu@honolulu.gov">mhiu@honolulu.gov</a>				
Wendy Imamura	BFS / Chief Purchasing Administrator	808-768-3938	<a href="mailto:wimamura@honolulu.gov">wimamura@honolulu.gov</a>				
Mike Schneider	RTD / Project Principal	808-536-6640 768.6159	<a href="mailto:schneider@infraconsultllc.com">schneider@infraconsultllc.com</a>	X		X	
Simon Zweighaft	RTD / Project Manager	808-768.6159 536-6640	<a href="mailto:zweighaft@infraconsultllc.com">zweighaft@infraconsultllc.com</a>	X		X	X
Carol Webb	RTD / Project Controls Analyst	808-	<a href="mailto:webb@infraconsultllc.com">webb@infraconsultllc.com</a>	X			

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Name	Organization/Title	Phone	Email	Attendance			
				A	B	C	D
		768.6159536-6610					
Doug Tilden	RTD / Architect Manager	808-768.6159536-6610	<a href="mailto:dtilden@infraconsultllc.com">dtilden@infraconsultllc.com</a>	X		X	
Elisa Yadao	RTD / Chief Public Information Officer	808-768.6159536-6610	<a href="mailto:sistu@lava.net">sistu@lava.net</a>	X			
Harvey Berliner	RTD / Chief Facilities Engineer	808-768-6123	<a href="mailto:berliner@infraconsultllc.com">berliner@infraconsultllc.com</a>	X		X	
Jurgen Sumann	RTD / Systems Engineer	808-768-6166	<a href="mailto:sumann@infraconsultllc.com">sumann@infraconsultllc.com</a>	X		X	
Robert Badelbau	RTD / Chief of Project Controls	808-536-8610	<a href="mailto:rbadelbau@gfnet.com">rbadelbau@gfnet.com</a>			-	
Judy ArandaSue Tilden	RTD / Transit Planning ManagerChief of Land Use Planning	808-768.6159536-6610	<a href="mailto:arandastilden@infraconsultllc.com">arandastilden@infraconsultllc.com</a>				
Susan Robbins	RTD / Chief of Environmental Planning	808-768.6159536-6610	<a href="mailto:robbins@infraconsultllc.com">robbins@infraconsultllc.com</a>				
Terry Gruver	RTD / PMP Development	480-272-6497	<a href="mailto:gruver@infraconsultllc.com">gruver@infraconsultllc.com</a>				
Wes Mott	RTD / Chief Administration Officer	808-768-6155	<a href="mailto:mott@infraconsultllc.com">mott@infraconsultllc.com</a>	X			X
Laura Ray	RTD / Program Specialist	808-786-6165	<a href="mailto:ray@unfraconsultllc.com">ray@unfraconsultllc.com</a>	X			
Tad Ono	GEC / Principal in Charge	808-566-2208	<a href="mailto:ono@pbworld.com">ono@pbworld.com</a>			X	X
Jim Van Epps	GEC / Project Manager	808-566-2230	<a href="mailto:vanepps@pbworld.com">vanepps@pbworld.com</a>	X	X	X	X
Mark Scheibe	GEC / Deputy Project Manager	808-768-6156	<a href="mailto:scheibe@pbworld.com">scheibe@pbworld.com</a>	X	X	X	X
Aileen Read	GEC / QA/QC Manager	415-243-4730	<a href="mailto:read@pbworld.com">read@pbworld.com</a>				
Art Borst	GEC / Civil Facilities Design Manager	808-694-3225	<a href="mailto:borst@pbworld.com">borst@pbworld.com</a>			X	
Gerard (Jerry) Gill	GEC / Project Controls		<a href="mailto:gill@pdworld.com">gill@pdworld.com</a>				
Harry Saporta	GEC / Safety and Security Manager	240-506-1822	<a href="mailto:saporta@pbworld.com">saporta@pbworld.com</a>				
Jim Dunn	GEC / Design Manager	808-694-3220	<a href="mailto:dunni@pbworld.com">dunni@pbworld.com</a>	X		X	
Kevin Wong	GEC / Survey/Mapping/ROW	808-694-3223	<a href="mailto:wongk@pbworld.com">wongk@pbworld.com</a>			X	
Lawrence Spurgeon	GEC / Environmental Planning	808-566-2226	<a href="mailto:spurgeon@pbworld.com">spurgeon@pbworld.com</a>		X		
Marcus W. Johnson	GEC / Lead Scheduler	808-694-3203	<a href="mailto:johnsonmarc@pbworld.com">johnsonmarc@pbworld.com</a>				
Marie Walton	GEC / Senior Contracts Manager	801-288-3281	<a href="mailto:walton@pbworld.com">walton@pbworld.com</a>				
Martin Hall	GEC / Segment Lead Manager	808-694-3226	<a href="mailto:hallmark@pbworld.com">hallmark@pbworld.com</a>				
Mike Becher	GEC / System Design Manager	808-786-6192	<a href="mailto:becher@pbworld.com">becher@pbworld.com</a>	X		X	
Stephanie Roberts	GEC / Public Involvement Manager		<a href="mailto:robertsste@pbworld.com">robertsste@pbworld.com</a>	X			
Steve Hogan	GEC / Planning Manager	808-566-2247	<a href="mailto:hogan@pbworld.com">hogan@pbworld.com</a>	X	X	X	

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Name	Organization/Title	Phone	Email	Attendance			
				A	B	C	D
John D. Swanson	GEC / Vehicle Manager	480-215-1658	<a href="mailto:swansonj@pbworld.com">swansonj@pbworld.com</a>	X			
Kanuji Parmar	GEC / Senior Architect Manager	808-694-3210	<a href="mailto:parmar@pbworld.com">parmar@pbworld.com</a>			X	
Frank McCarron	PMOC / Program Manager	703-625-9274	<a href="mailto:mccarron_francis@bah.com">mccarron_francis@bah.com</a>	X	X	X	X
Justine A. Belizaire	PMOC / Task Order Manager	786-586-0026	<a href="mailto:belizaire_justine@bah.com">belizaire_justine@bah.com</a>	X		X	X
Dana Tokioka	PMOC	808-545-6810	<a href="mailto:Tokioka_dana@bah.com">Tokioka_dana@bah.com</a>	X		X	X

**Meeting Attendance Legend:**

- A, April 8, 2008 – FTA/PMOC Project Status Update
- B, April 8, 2008 –EIS Discussion
- C, April 9, 2008 – Project Schedule Review
- D, April 10, 2008 – Exit Discussion

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**APPENDIX B – GRANTEE DELIVERABLES FOR TECHNICAL CAPACITY AND CAPABILITY**

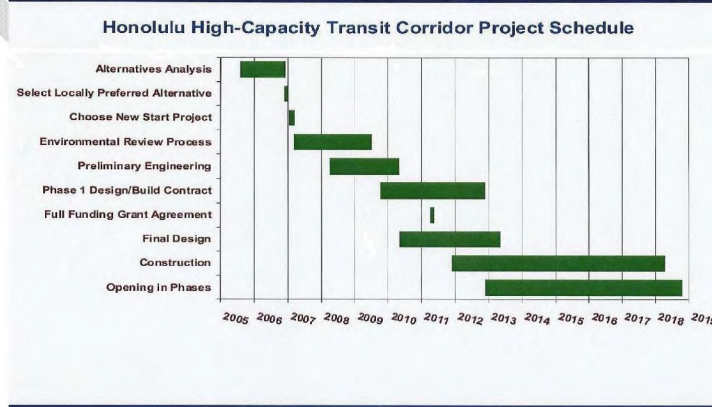
<b>HONOLULU HIGH-CAPACITY TRANSIT CORRIDOR</b> <b>Technical Capacity and Capability To Enter PE – Grantee Checklist</b>							
	Activity / Deliverable	Delivery Dates					
		April 2007 Submittal Date	Planned Submittal Date	Actual Submittal Date	FTA Review Comments Due	Revised Submittal Date	FTA Accepted
		mm/dd/yy	mm/dd/yy	mm/dd/yy	mm/dd/yy	mm/dd/yy	mm/dd/yy
1	Project Management Plan (PMP)	06/01/07	11/15/07*	12/20/07	01/23/08	03/17/08 (A)	
2	Bus Fleet Management Plan (BFMP)	06/01/07	12/15/07	01/03/08	01/23/08	04/04/08 (A)	
3	Quality Management Plan (QMP)	06/18/07	12/01/07	01/03/08	01/23/08	03/28/08 (A)	
4	Real Estate Acquisition Management Plan (RAMP)	06/01/07	01/01/08	01/03/08	01/23/08	04/17/08 (A)	
5	Third-Party Agreement Plans	(included in the PMP)	(included in the PMP)	(included in the PMP)	(included in the PMP)	(included in the PMP)	
6	Safety and Security Management Plan (SSMP)	TBD	12/15/07	01/03/08	01/23/08	03/11/08 (A)	
7	Risk Assessment ( <i>To Be Determined</i> )	TBD	TBD	TBD	TBD	TBD	
8	Financial Plan		11/15/07	12/04/07	04/25/08		
9	Request to Enter Preliminary Engineering (PE)	07/01/07	5/15/2008				
10	PMOC Readiness Report		05/02/08				
11	Establish a State Safety Oversight Office (SSOO)		TBD				
12	Safety and Security Program <i>Standard</i> (SSPS)	TBD	TBD				

(A) Actual

Revised 04/17/2008

## APPENDIX C – OVERALL PROJECT SCHEDULE

HONOLULU HIGH-CAPACITY TRANSIT CORRIDOR Project Schedule Analysis				
Activity Description	SCHEDULE DATES			
	April 2007 Schedule	June 2007 Schedule	January 2008 Schedule	Actual
RFQ – Advertise	06/01/2007	06/05/2007	06/05/2007	<b>06/05/2007</b>
RFQ – Contract Award (NTP#1)	08/01/2007	08/15/2007	08/24/2007	<b>08/24/2007</b>
Start Vehicle Procurement	4 <sup>th</sup> Qtr 2008	08/15/2007	12/05/2007	<b>12/05/2007</b>
Select Vehicle Technology	Mid 2007	Mid 2008	03/12/2008	
Start Preliminary Engineering (NTP #2)	Mid 2007	10/2007	06/01/2008	
Release DEIS			09/19/2008	
Start Utility Relocation		Mid 2009	Mid 2009	
Start Right-of-Way Relocation and Acquisition	4 <sup>th</sup> Qtr 2007	Mid 2009	Mid 2009	
Issue Procurement - Phase I Design/Build	4 <sup>th</sup> Qtr 2009	3 <sup>rd</sup> Qtr 2009	10/2008	
Release FEIS			06/22/2009	
Record of Decision (ROD)	Mid 2009	Mid 2009	08/04/2009	
Issue NTP for Phase I Design/Build			10/2009	
Start Phase I Construction	4 <sup>th</sup> Qtr 2009	1 <sup>st</sup> Qtr 2010	12/31/2009	
NTP for Transit Vehicles			02/2010	
Enter FD - Phase II	1 <sup>st</sup> Qtr 2009	3 <sup>rd</sup> Qtr 2010	2 <sup>nd</sup> Qtr 2010	
FFGA		3 <sup>rd</sup> Qtr 2011	2 <sup>nd</sup> Qtr 2011	
Start Remaining Construction	N/A	3 <sup>rd</sup> Qtr 2012	3 <sup>rd</sup> Qtr 2012	
Complete Phase I Construction	Mid 2012	Mid 2013	Mid 2013	



# APPENDIX D – ACTION ITEM SUMMARY

Action Item	Responsible	Date of Completion			Status
		Planned	Currently Projected	Actual	
Produce a Master Project Schedule detailed for the current phase that includes the appropriate timelines for requesting entry into PE and producing the required technical capacity deliverables. <i>The City to provide working copy of schedule at the end of April for PMOC review and comment.</i>	City	03/31/08			<i>Draft delivered by the City on April 9, 2008 under review by the PMOC.</i>
Determine the process for establishing an SSOA in the State of Hawai'i. <i>FTA to advise the State of the SSOA requirement at the time approval to enter PE is issued.</i>	FTA	Ongoing			
Confirm acceptance of the AA documentation received from the City.	FTA	Ongoing		04/09/08	<b>CLOSED</b> – FTA indicated that all documentation has been received.
Resubmittal of FTA Deliverables for final review and acceptance (PMP, QMP, BFMP, RAMP).	City	02/29/08		04/17/08	<b>CLOSED</b> – Final deliverable received on April 17, 2008.
Provide comments from review of the Financial Plan submitted by the City	FTA	04/25/08			<i>Under review by the Financial Management Oversight Contractor (FMOC).</i>
<i>FTA to identify the risk products required for the City to enter into PE.</i>	FTA	Ongoing	04/25/08		
Transmit Draft Readiness Report to FTA for Entry into PE	PMOC	05/02/08			
<i>The City to provide copies of all presentations viewed during the FTA/PMOC Meetings on April 8-9, 2008 to the PMOC. City also to provide project presentation viewed at public hearing (if possible)</i>	City	04/18/08		04/23/08	<b>CLOSED</b>
<i>FTA Region IX to facilitate a conference call between FTA HQ</i>	FTA				



Action Item	Responsible	Date of Completion			Status
		Planned	Currently Projected	Actual	
<i>and the City to assist the City with potential EIS issues and outstanding questions</i>					
<i>The city to develop a Project Delivery Plan detailing the proposed project delivery methods and interfaces (white paper).</i>	City				
<i>The City to identify what date entry into PE becomes critical to the project schedule.</i>	City				
<i>City to provide workshop meeting notes to the PMOC for review.</i>	City				
<i>City to forward the Resolution for the proposed Transit Authority to the FTA and PMOC for review.</i>	City				
<i>City to submit the Travel Forecasts and O&amp;M Costs to FTA for review prior to Request for Entry into PE.</i>	City				
<i>The City to develop a presentation on how the project cost is developed and managed, similar to the real estate presentation provided at the April 2008 meeting.</i>	City				

**APPENDIX E - PMOC 90-DAY LOOK AHEAD SCHEDULE**

Date	Event/ Topic	Location	Attendees		
			FTA	PMOC	Grantee
<i>April 15, 2008</i>	<i>Complete Review of Safety and Security Management Plan (SSMP), Rev. 2 and Provide Comments to the City</i>	<i>N/A</i>		<i>Simon, Belizaire</i>	<i>Hamayasu, RTD, GEC</i>
<i>April 15, 2008</i>	<i>Complete Review of Quality Management Plan (QMP), Rev. 2 and Provide Comments to the City</i>	<i>N/A</i>		<i>Touryan, Belizaire</i>	<i>Hamayasu, RTD, GEC</i>
<i>April 15, 2008</i>	<i>Complete Review of Bus Fleet Management Plan (BFMP), Rev. 3 and Provide Comments to the City</i>	<i>N/A</i>		<i>Mowry, Belizaire</i>	<i>Hamayasu, RTD, GEC</i>
<i>April 16, 2008</i>	<i>Monitor Technology Selection Process (City Council Final Reading of Bill 80)</i>	<i>Honolulu, HI</i>		<i>Belizaire</i>	
<i>April 18, 2008</i>	<i>April 2008 Monitoring Report 12B Due</i>	<i>N/A</i>	<i>Luu</i>	<i>Belizaire</i>	<i>Hamayasu, RTD, GEC</i>
<i>April 25, 2008</i>	<i>Complete Review of Project Management Plan (PMP), Rev. 4 and Provide Comments to the City</i>	<i>N/A</i>		<i>Belizaire, Kiefer</i>	<i>Hamayasu, RTD, GEC</i>
<i>April 25, 2008</i>	<i>Complete Review of Real Estate Acquisition Management Plan (RAMP), Rev. 2 and Provide Comments to the City</i>	<i>N/A</i>		<i>Newman, Belizaire</i>	<i>Hamayasu, RTD, GEC</i>
<i>May 02, 2008</i>	<i>PMOC to Submit Draft Readiness Spot Report to FTA (PG-42)</i>	<i>N/A</i>	<i>Luu</i>	<i>Belizaire</i>	<i>Hamayasu, RTD, GEC</i>
<i>May 15, 2008</i>	<i>City to Submit Request to Enter in PE to FTA</i>	<i>N/A</i>	<i>Luu</i>		<i>Hamayasu, RTD</i>

**APPENDIX F – FTA QUARTERLY MEETING AGENDAS**

**Agenda**

**Federal Transit Administration  
Project Management Oversight Meeting  
City and County of Honolulu  
High-Capacity Transit Corridor Project**

**Date:** April 8, 2008

**Location:** Main Conference Room

**Address:** Alii Place, 1099 Alakea Street, 17<sup>th</sup> Floor

- **8:00 AM—FTA/PMO PreMeeting**
- **9:00 Project Office Tour**
- **9:15 AM—Opening Remarks**
  - FTA—Leslie Rogers, Regional Administrator
  - City and County of Honolulu—Mufi Hannemann
- **9:30 AM—Overview and Update**
  - Organization/New Staff—Wayne Yoshioka, DTS Director
  - Project Status—Toru Hamayasu, RTD Project Executive (include overall financial status)
  - Technology Selection—Simon Zweighaft, RTD Chief Project Officer
- **10:15 AM—Break**
- **10:30—GEC Activities**
  - GEC Organization, Schedule, Budget and Work Status—Jim Van Epps, PB Project Manager
  - Alignment and Guideway Update—Jim Dunn, PB Design Manager
  - EIS/Planning Update—Mark Scheibe, PB Deputy Project Manager
- **11:15 AM—Implementation Planning**
  - Agency/Utility Coordination—Harvey Berliner, RTD Chief Facilities Engineer
  - Project Schedule/Project Delivery Planning—Simon Zweighaft, RTD Chief Project Officer
- **11:45 AM—Break**
- **12:00 Noon—General Project Discussion and Working Lunch**
  - Risk Management
  - Capability and Capacity Assessment
  - Unresolved Issues
- **1:30 Corridor Tour**

**Agenda**  
**Federal Transit Administration**  
**Project Management Oversight Meeting**  
**City and County of Honolulu**  
**High-Capacity Transit Corridor Project**

**Date:** April 9, 2008

**Location:** Main Conference Room

**Address:** Alii Place, 1099 Alakea Street, 17<sup>th</sup> Floor

- **8:30 AM—PE/GEC Overall EIS/PE Phase Schedule**
  - Toru Hamayasu, RTD
  - Jim Van Epps, GEC
- **9:00 AM—EIS Schedule of Activities**
  - Faith Miyamoto, RTD
  - Steve Hogan, GEC
  - Lawrence Spurgeon, GEC
- **9:30 AM—ROW Schedule of Activities**
  - Carol Webb, RTD
  - Kevin Wong
- **9:45 AM—Utility Relocation Schedule of Activities**
  - Harvey Berliner, RTD
  - Art Borst, GEC
- **10:00 AM—Station Design Activities**
  - Doug Tilden, RTD
  - Kanu Parmar, GEC
- **10:20 AM—Guideway Design Activities**
  - Simon Zweighaft, RTD
  - Art Borst, GEC
- **10:40 AM—System Design Activities**
  - Jurgen Sumann, RTD
  - Mike Becher, GEC
- **11:00 AM—Deliverable Status Update**
  - Simon Zweighaft, RTD

## **APPENDIX G – FTA QUARTERLY MEETING MINUTES**

### **I. FTA PROJECT MANAGEMENT OVERSIGHT MEETING - DAY 1**

**Date:** Wednesday, April 9, 2008  
**Location:** Main Conference Room  
**Address:** Alii Place, 1099 Alakea Street, 17<sup>th</sup> Floor  
Honolulu, Hawaii

The agenda distributed for this day's meeting is included as **Appendix F**, while the list of attendees is noted on **Appendix A**. All presentations made during the meeting are available on CD.

A list of handouts distributed at the meeting is as follows:

- Handout -- City-GEC Organization Chart 12/27/07
- Handout -- Utility and Third Party Coordination Status as of April 8, 2008
- Handout -- HHCTC Linear Schedule 1 Printed 4/8/2008
- Presentation – Technology Selection Update
- Presentation – Project Management Oversight Meeting - GEC

- Introduction and Opening Remarks

On Tuesday, April 8, 2008, a meeting of the Federal Transit Administration (FTA) Project Management Oversight (PMO) for Honolulu's proposed High-Capacity Transit Corridor Project (HCTCP) was convened with the City and County of Honolulu's Department of Transportation Services Rapid Transit Division (the City or RTD). Honolulu Mayor Mufi Hannemann personally greeted and welcomed all the attendees. Along with FTA and Project Management Oversight Contractor (PMOC), representatives from Parsons Brinckerhoff Quade & Douglas (PBQD), the General Engineering Consultant (GEC), and from InfraConsult, LLC, the Project Management Support Consultant (PMSC) under contract with the City, were present.

Leslie T. Rogers, FTA Regional Administrator of Region IX, began the meeting by thanking the Mayor for his time and hospitality. He emphasized his support of the project as well as the support of the FTA Administrator and Deputy Administrator. Mr. Rogers discussed the positive progress made by the City over the last year and the regional office's commitment to continuing the established partnership. He noted that the meetings over the next days would help to not only update the FTA on the current status of the project, but would also afford the City and FTA the opportunity to come to an understanding of future timelines, tasks and deliverables. Mr. Rogers stated that FTA continues to be bullish and optimistic with regard to the project and is, like the City, driving to a 2009 construction start date.

Mayor Hannemann thanked FTA for their continued support and assistance with the project. The Mayor stressed his commitment to the project and his intention to follow it through to completion. The Mayor discussed the strong support the project is receiving in Washington. Hawai'i's congressional delegates have reiterated their support of the project. The Mayor gave a

## APPENDIX G – FTA Quarterly Meeting Minutes (Continued)

summary of the project's status. He noted that a new director, Wayne Yoshioka, had been appointed to RTD, giving the RTD further leadership. He also mentioned that recently the Chairman of the House Transportation and Infrastructure Committee, Representative James Oberstar, had visited the islands with Hawai'i Representative Mazie Hirono. Representative Oberstar, who is familiar with the project, mentioned to the Mayor that of all the projects being pursued, this is considered worthy of federal funding. Furthermore, Representative Oberstar stated his belief that Honolulu's project may be eligible for up to \$900 million of funding.

The next major milestone for the project, the Mayor mentioned, was the technology decision from the City Council. This decision was anticipated on April 16, 2008. At this time, the City Council would be taking up the third and final vote with regard to the technology for the system. The Mayor pointed to the fact that the involvement of the City Council was an important part of the process. The City's prior effort to build a rail system only allowed for the City Council's involvement at one decision making point. This time, the Mayor bifurcated the process in deference to the City Council's desire to be involved in the process.

The Mayor noted that the follow-up testimony, hearings, and vendor presentations that the City Council had heard since the Technology Panel (Panel) of rail experts first met on February 15, 2008, have all validated the Panel's choice of steel. After the final vote of the City Council, the selected technology will then be used for the development of the Environmental Impact Statement (EIS) and other planning purposes.

The Mayor also discussed the City's continuing community outreach efforts. He personally attends meetings across Honolulu to keep the community informed as to the progress of the project. For instance, the Mayor noted that Hot Lanes continue to be brought up by the community at large. These outreach meetings give the City the opportunity to explain why Hot Lanes are no longer being considered. The City also uses the community outreach efforts to work with local communities on Transit Oriented Development (TOD). In the Waipahu area, for example, the City is looking to involve the community in identifying TOD opportunities.

Finally, the Mayor observed that there was nothing in the near or long term that indicated a road block to the project moving forward.

Mr. Rogers thanked the Mayor for his update and clarified that FTA is technology neutral. He made it clear that FTA has informed anyone who has inquired about its preference of technology that the selection of technology is a local decision. With regard to new and emerging technologies, FTA's only request is that, because these technologies are new, they be thoroughly researched.

Prior to turning the meeting over to the RTD Project Executive, Mr. Toru Hamayasu, the Mayor again mentioned his willingness to work with FTA in supporting the City's and its mutual interests.

DTS Organization



## APPENDIX G – FTA Quarterly Meeting Minutes (Continued)

The organizational chart of DTS and RTD was presented. It was noted that DTS Director, Wayne Yoshioka, took over in December 2007. Within the organization, there have been 13 positions recently filled. While finding talented people to fill positions has been an issue, DTS continues to actively recruit and is also taking advantage of recent job fairs to seek potential employees.

Of the 13 positions recently filled, RTD noted that one was for the Director of Real Estate Acquisition. Filling this position was key and ensures that the organization is now staffed in its key areas.

- Project Team

Mr. Hamayasu described the increased capacity of the office due to the recent recruitments to the project team. He believes that the office is fully functioning and has internal capacity. He recognizes that the City will continue to need to engage a management consultant (currently InfraConsult, LLC) to operate. The current strategy is to hire locally and train these staff using the consultant's expertise and training. As staff member's abilities increase, the management consultant's use will diminish. Mr. Hamayasu acknowledged that this would not happen immediately, but stated that eventually the management consultant would not be necessary.

Mr. Hamayasu then discussed the main focus of the project: entering Preliminary Engineering (PE). He thanked the PMOC for their guidance and direction with the City's application. He noted that the use of workshops to help prepare the reports helped RTD to compile a comprehensive application. Mr. Hamayasu indicated that all management plans had been submitted and that RTD has the capability and capacity for the next part of the process.

Mr. Rogers asked Mr. Hamayasu for clarification with regard to the status of the Transit Authority. Mr. Hamayasu responded that in order for the Transit Authority to be in place when it is required, the City will need to have a City charter amendment. The charter amendment will need to be submitted this election year for execution in 2010. The creation of the Transit Authority would remove some planning and budget function from DTS to the Transit Authority. What other functions might be transferred is still being discussed. Currently though, there is a draft charter. RTD agreed to forward this draft charter to FTA and the PMOC.

Mr. Rogers then asked how much revenue the City had collected during the first year of the increased General Excise Tax (GET). Mr. Hamayasu reported that the City had collected approximately \$18 million and that 10% was taken off that total for administration fees. Mr. Hamayasu noted that the economic forecast showed a slowing economy, but that inflation was up so that the amounts collected were approximately those that were budgeted for in the Alternative Analysis (AA) phase. It was noted that the current costs to collect the tax are below the 10% set aside for administration of the program. What will happen to the overage amounts is unclear, but the Mayor is aware of the situation and will likely ask for the money at a later date.

With regard to the financial analysis of the project, FTA has begun this analysis, however it has not made contact with the City. The Alternative Analysis (AA) cost analysis is what the city



## APPENDIX G – FTA Quarterly Meeting Minutes (Continued)

intended to use. After an analysis on the impact of the technology selection on the cost of the project, it was determined that the choice of technology would cause a difference of approximately 1% in total project cost. Because of this, the City feels it is ready to perform the cost analysis with the data it has.

FTA queried the City as to whether the City had any tentative Operations and Maintenance (O&M) costs. The City believes that the annual expenditure for rail will be \$61 million and \$190 million for the bus, which will be integrated with the rail system. These estimates were done in 2006 dollars and were included in the AA.

The City's current schedule, although seen as aggressive, was also in part determined by the financing of the rail with the GET. The City felt it was important to ensure completion of the project prior to the sunset of the GET increase in 15 years. The current schedule allows for the project completion prior to the GET sunset date with some buffer.

It was noted that, other than the raise in the GET, other local funding for the construction could come from a General Obligation Bond. Operating expenses for the system, though, will be paid from the General Fund revenue, the gas tax, and the bus fare. Because by statute the City must have a balanced budget, should O&M costs rise, RTD will have to work within the budget that it is given. Current fare box return from the bus is 27%-33% and the project is estimated to have about the same return.

Technology selection was then discussed. The final vote on the selection of the technology for the system was expected on April 16, 2008. As was noted by the Mayor, there is a strong indication that steel is the favored technology. Some of the key reasons noted for the selection of steel were: more vendors; proven technology, and lower operational risk.

- GEC Activities

Mr. Jim Van Epps, Project Manager from PB Americas (PB), presented an update on the GEC activities. Mr. Van Epps described the general approach to the project. He explained that for each segment there are segment leads and consultants working under them. Some of these segment leads are local companies and some are headed by staff from PB Americas.

It was noted that the final environmental document will show the Salt Lake alignment and cover all thirty-four stations. The subcontractors that are currently identified for the segments are working as subcontractors to PB and not the City. The work the subcontractors are performing are in support of PE and all report to Mr. Van Epps.

Currently, the main focus of the GEC is the preparation of the EIS. The GEC is also further refining its travel forecasting and mapping and gathering further data for its structural and geotechnical studies. With regard to the geotechnical report, it was noted that a good report would be key to the first phase of the project given the decision to have it Design Build (DB).

The GEC was also refining its station design for the draft EIS and awaiting the technology

## APPENDIX G – FTA Quarterly Meeting Minutes (Continued)

selection in order to further develop its system design. Concurrently, the GEC was working on the bid package preparation for the first phase of the project which would include the first six miles of the system and the maintenance yard. The first phase of the project was explained as being totally locally funded, however the EIS being prepared would cover the entire project. FTA asked whether it could see a copy of PB's drawing register, however this was not in scope for PB.

With respect to the acquisition of property, the GEC saw no time sensitive property acquisition issues. The GEC pointed out that for the first part of the project the only parcels that needed acquiring were near Farrington Highway and that most of the land was under one owner. All other parcels were right of ways or controlled by one owner, therefore, it was felt that the real estate acquisition part of the project would be relatively benign.

Mr. Nadeem Tahir, the Director of the Office of Program Management and Oversight at FTA Region IX, cautioned that this situation could change and that the City should continue to monitor and pursue this area vigilantly. The GEC assured FTA that the property acquisition had been added to into the master schedule and that the contractor would have the properties when they needed it.

The GEC commented that the Notice-to-Proceed (NTP) # 1 workshops were pressing forward and that it was now critical that the city enter PE by June in order to meet their timelines. Mr. Rogers then noted that with regard to the project delivery, there was some confusion as to the delivery method given that the first part of the project was to be locally funded. FTA saw this as an exceptional process for such a large project. It was recommended that a description of the project delivery and schedule be drafted and forwarded to FTA. Mr. Rogers felt that this would be helpful in answering outstanding questions and at the FTA.

- EIS

With regard to the EIS, the City continues to work on the EIS and hopes to forward the documents to the FTA shortly. FTA stated that its staff are coordinating with other offices to try to ensure a timely response to any submission. The alignment has been frozen for EIS purposes. The RTD staff are currently reviewing chapters and are expected to have an administrative draft to the FTA by July 7, 2008.

- Agency/ Utility coordination

Mr. Harvey Berliner, RTD Chief Facilities Engineer, updated FTA and the PMOC on Agency/Utility coordination. Currently, RTD was still completing their mapping and would next do a verification for the utilities.

Another area where RTD had begun coordinating with another agency was in the area of Fort Shafter. It was determined that the best alignment would have the line run along the Fort Shafter side of the street. This posed some security issues for the military that were currently being discussed. Mr. Berliner also noted that safety and security meetings were being held with the Honolulu Fire Department, Honolulu Police Department and the DTS, however these were more

## APPENDIX G – FTA Quarterly Meeting Minutes (Continued)

informational at this time.

With regard to utilities, RTD was still addressing the cross utility lines along the route. RTD is committed to giving Hawaiian Electric Company (HECO) funds to restore the lines just as they were prior to construction. It was shared that HECO is looking to begin under grounding some of their lines due to recent power outages and that RTD hoped to discuss the advantages of this strategy given the future rail project. RTD mentioned that there would be an ongoing dialogue with HECO regarding the cross utility power lines.

- Project Schedule and Delivery Planning

Mr. Simon Zweighaft, RTD Chief Project Officer, presented the project schedule and delivery. Currently, the City plans for segment 1 to begin construction in December of 2009. There is the possibility that segment 4 would also begin around the same time. If both segments are constructed at the same time they will both be bid as DB. A concern with having the latter segments bid Design Bid Build is that there will need to be the ability for RTD to review final drawings, Quality Assurance and Quality Control the project proposals. This will require more capability within RTD at that time. The FTA will want to see this added capability by that time.

- Risk Management

RTD stated that entry into PE in June 2008 is critical for the project to move forward. The City needs entry into PE in order to issued NTP #2 to the GEC and to advance the PE phase of the project. FTA requested the City provide a Project Delivery Plan with a delivery schedule to review detailing the City's anticipated delivery methods for the First Project. RTD inquired about the status of the risk assessment requirements to be required by FTA prior to entry into PE. FTA stated the risk requirements for the HCTCP is not defined at this time and suggested that the City issue a letter to FTA requesting that FTA identify what documents will be required for the risk assessment and the level of detail to be provided.

- Capability and Capacity Assessment

The PMOC reported that the required deliverables have been received and are under review. The final RAMP resubmittal is to be mailed by the City this week. Once all plan reviews are complete, a draft Readiness Report will be issued to FTA for review and comment. RTD stated that the travel demand forecasts and the identification of O&M costs are still outstanding but should be submitted to FTA by mid May 2008. FTA added that the Financial Management Oversight Contractor (FMOC) is currently reviewing the Financial Plan and will be contacting the City if there are any questions. The FMOC report is due to FTA by April 25, 2008.

After a working lunch, FTA and the PMOC were taken on a corridor tour of the proposed alignment.

## APPENDIX G – FTA Quarterly Meeting Minutes (Continued)

### II. FTA PROJECT MANAGEMENT OVERSIGHT MEETING - DAY 2

**Date:** Wednesday, April 9, 2008  
**Location:** Main Conference Room  
**Address:** Alii Place, 1099 Alakea Street, 17<sup>th</sup> Floor  
Honolulu, Hawaii

The agenda distributed for this day's meeting is included as **Appendix F**, while the list of attendees is noted on **Appendix A**. All presentations made during the meeting are available on CD.

A list of presentations and handouts presented at the meeting is as follows:

- Handout – HHCTCP Deliverables and Key Deliverables
- Presentation – PE/GEC Overall EIS/PE Phase Schedule
- Presentation – EIS Schedule of Activities
- Handout – Right of Way Schedule of Activities
- Presentation – Utility Relocation Activities
- Presentation – Station Design Activities
- Presentation – Structures Design
- Presentation – Guideway Design Activities
- Presentation – Systems Design Activities

- PE/GEC overall EIS/PE Phase Schedule

Mr. Hamayasu and Mr. Van Epps distributed a handout detailing the key deliverables for the Honolulu High Capacity Transit Project. It was mentioned that there are over 1700 tasks associated with these deliverables. Currently the main focus is directed toward preparing the draft EIS for submission. The majority of the key deliverables are focused on the following:

- EIS
- Architecture and Engineering Design
- Transit Systems and Sub-Systems Design
- Vehicle Technology and DB Contractor Selection

Currently, the project's critical path runs through the Draft EIS and Technology selection. The GEC agreed to forward a copy of the project schedule to the PMOC with the understanding that the schedule is adjusted approximately every two months.

With regard to the EIS, RTD is planning to have the final EIS out for public comment in September of 2008. It was stated that except for the technology selection much of the alignment has been locked down. For instance the station locations have been selected and are being fine tuned with regard to the length of the platforms.

When asked, the City stated that the EIS would have operating and capital costs included. Capital costs in the EIS will be a new number which the City is estimating using parametric costing. Mr. Tahir, emphasized the importance of cost estimation for the project and the role of

## APPENDIX G – FTA Quarterly Meeting Minutes (Continued)

the cost estimating group. He pointed out that FTA focuses, among other things, on cost, schedule and technical capacity. Therefore, FTA will be looking for strong cost presence on the project. He stressed the importance of the project having an assigned and highly experienced cost estimator supported by a project cost team consisting of subject matter experts. This team is expected to help keep the project aligned with the budget. Mr. Hamayasu assured FTA that there are multiple layers of review being performed on the cost estimates of the project and that RTD works very closely and collaboratively with the cost estimators. FTA urged the City to begin developing a database for costs and to begin tracking cost data.

- EIS Schedule of Activities

Further detail on the EIS activities was provided by Mr. Steve Hogan, GEC Planning Manager.

- FTA and the City are currently working with one another to address the City's EIS questions.
- FTA will help the City review the EIS. The City hopes to have this draft to FTA on or around July 7, 2008.
- The City has scheduled a 6 week review by FTA of the EIS, upon recommendation of FTA, and has scheduled release of the Draft EIS to the public for September 29<sup>th</sup>, 2008.
  - FTA stated that, with the EIS, it would work internally to give one concise set of comments, but that it would also be looking to the PMOC to review documents for reasonableness.
- Because the City would like the ROD in August of 2009, the City is drafting sections of the EIS in parallel.
  - Currently, the City has first cut technical reports and drafts of chapters 1 and 2 and the City is close to having completed drafts for chapters 3 and 4 of the report.
- The City noted that it currently has data on noise and vibration for steel technology, but it was awaiting the final decision on the technology selection. The City also indicated that some noise studies had been released to the public and that it would be working closely with the effected communities to ensure their understanding of the EIS document.

Overall, Mr. Ray Sukys, Director of the Office of Planning and Program Development and Mr. Ted Matley, Regional Planner, for FTA Region IX, were satisfied with the City's work and its adherence to the FTA guidelines for the EIS.

- Right-of-Way (ROW) Schedule of Activities

Ms. Carol Webb, RTD Project Controls Analyst, then discussed the status of ROW activities.

- It was noted that Tom Miyata, head of the Department of Design and Construction Land Services had been appointed interim manager of real estate for the project.
- Ms. Webb presented a chart of the ROW Acquisitions Organization. She noted the many partners that the City had identified for the ROW process.

## APPENDIX G – FTA Quarterly Meeting Minutes (Continued)

- Because of the numerous groups involved with the ROW process, a former concern was issue resolution. To address this concern, an issues resolution process was created and a memo agreement between department directors was signed. The process allows for critical path issues to be resolved within 10 working days.
- Currently, the ROW team meets weekly and is now focused on implementing the Real Estate and Acquisition Management Plan (RAMP), while being cognizant that they are only permitted to perform certain activities prior to the Recode of Decision (ROD).
  - It may be possible to negotiate with property owners prior to the ROD, however, this is not certain. FTA agreed to put the City in touch with FTA corporation counsel for guidance.
- The City indicated that the EIS will identify land parcels that will be effected by the line. The City will notify the owners of the parcels prior to release of the Draft EIS. It was mentioned that since the alignment has been announced, homeowners along the alignment have already begun calling in.
- The project identifies less than 300 parcels as being effected by the project. The majority of these are sliver takes with less than 50 being whole takes.
  - The PMOC noted that sometimes it is the sliver property owners that are most difficult. The PMOC recommended the City identify sliver property owners and begin planning for negotiations with them.
    - The City stated that it has already prioritized the properties.
  - FTA noted that because of the high cost of real estate in Honolulu, the City may want to look into requesting the maximum threshold be raised. FTA will need to approve this request, however, it is worth pursuing.
- The ROW Acquisition tracking database for the real estate parcels was described. It contains over 50 items of information for tracking and reporting purposes. Items tracked include: Address, Owner name, Type of Take, Phase, Segment, etc.
- The relocation tracking database was also explained. Although it is similar to the ROW Acquisition tracking database, there is sensitive information in the database, therefore, it is more tightly controlled.
- Information tracked will be archived into land records as part of the official record.
- The ROW tracking report also feeds into the Real Estate Acquisition schedule. This schedule is sensitive to the type of real estate take, and adjusts accordingly.
- When asked by FTA, the City stated that all parcels for staging and lay down for contractors had been identified. The City felt confident that these parcels would be available when needed by the contractors.
  - There was concern that the contractors may arrange for their own staging area and the City may have implied liability. It was recommended that the City include a waiver of liability for any such independent arrangements by contractors.

FTA complimented the ROW team on their tracking and reporting processes. FTA requested similar documentation describing the tracking and reporting processes of the procurement group. The PMOC also noted that RTD has put a lot of work into the RAMP and the effort has resulted in a solid plan.



## APPENDIX G – FTA Quarterly Meeting Minutes (Continued)

FTA asked the City if it planned to have a business assistance plan for businesses impacted by the construction. FTA noted a successful partnership program in Phoenix, Arizona where Arizona State University business school students were tasked with helping local businesses develop and implement a strategy to deal with the impact of the construction of its rail line. The City was encouraged by FTA to talk with Phoenix regarding this program.

- Utility Relocation Schedule of Activities

The Schedule of Activities for relocation of utilities was then discussed.

- For the initial segment the utility relocation was going to be included in the DB contract. This was because there would be no time for the City to do it prior to the anticipated December 2009 ROD.
- For segments 4-8 early relocation of utilities was discussed
  - FTA recommended that the City work with the utility companies to see if they would relocate the utilities on their own with the project subsidizing the relocation.
- It was noted that FTA's approval to enter into Final Design also includes the approval of any utility moves.
- No major problems with sewer or water were expected with the project as the alignment does not impact any major pipes.

- Station Design Activities

Doug Tilden, RTD Architect Manager, described current station design activities and plans.

- Station program requirements have been and are being identified.
- Currently there are 38 conceptual designs for the stations. PB asked 12 local firms for conceptual designs for various stations and now have 2 to 3 drawing for each site.
  - PB is currently evaluating those drawings.
  - PB is still waiting for the Design Language Pattern book which they have asked a local architect to create ensure uniform themes in all of the stations.
- Stations in the first phase are being done to 30% completion.
  - The City acknowledges that this is more risky given the stage of the project.
- With regard to the stations, nearly all are in the middle of a right of way and all are at ground level. Many are three levels, which is more expensive, and where possible, two levels.
  - FTA was concerned with the use of escalators and the existence of only one elevator in the designs. The City, acknowledging the issues with such a design, felt that this was still one of the best options given the environment.
- The stations, although currently set up for proof of payment, were designed to accommodate electronic vending machines (EVMs) if these were later brought in.
- The Ala Moana station design was discussed in more detail because of the likely expansion of the line from this point

## APPENDIX G – FTA Quarterly Meeting Minutes (Continued)

- Next steps for station design are to evaluate the work of the local architects and determine land acquisition needs for entrance ways.
- Guideway Design Activities
  - After reviewing potential designs for the guideway and the local environment, the best option for the guideway design will likely be segmental.
  - Specifically looking toward tub girder which would reduce visual impacts as well as mitigate noise.
    - Mr. Tahir noted that the Dulles project was dealing with long spans. Mr. Tahir offered to put Mr. Borst in contact with a lead on the Dulles project.
  - PB also held a contractor forum from March 20 to March 21, 2008 to obtain contractor input and feedback as to the proposed project.
    - Currently, PB is preparing a summary report of the meeting.
    - FTA also recommended that during the Final Design process, the City should have an industry review of the design package so that when it comes time to bid contractors will not need 4-6 months to respond to the package.
  - Also, with regard to the building of the guideway, the Maintenance of Traffic (MOT) was discussed and its effect on the contract price.
  - Currently, PB is examining cost, schedule, aesthetic impact, alignment, compatibility with station types, and passenger comfort.
  - Geotechnical information for the project was discussed. Currently, PB has approximately 100 borings.
  - These borings can vary greatly within a matter of meters.
    - FTA recommended that the City obtain more geotechnical information given the length of the project.
    - FTA recommends 2 borings next to every pier.
- Systems Design Activities

Mr. Jurgen Sumann, RTD Systems Engineer, gave an overview of the current system design activities. He noted that while there is activity occurring, it was all preliminary in nature until the technology for the system was selected.

- The systems design team was currently examining how best to bid the systems package. They are looking to bid the systems for the entire 20-mile length.
- Power outages in the islands were brought up while discussing backup systems.
  - There was some concern from FTA on the number and length of power outages. The main concern was whether this was a supply issue. The City stated that it was not a supply issue and that any outages were geographically fragmented and short in duration.
  - The PMOC said it would follow up later with Mr. Sumann to get an assurance that power capacity was not an issue.

## APPENDIX G – FTA Quarterly Meeting Minutes (Continued)

- Placement of substations and redundancy power were discussed. Currently architectural firms were looking at Traction Power Station proposed placement in order to determine ingress, egress and parking anytime maintenance may be required.
- Radio systems for the system were expected to have compatibility with the City system.
  - FTA emphasized that the communication system should connect with the bus, fire, and emergency systems. The City stated that they were working with those group in planning for the system.
- FTA recommended that any messaging system on the platform be wireless and that the City look to ways in which other transit systems are communicating with users (e.g. internet, Blackberry, etc.)
- The coordination and location of ticket vending machines was still being coordinated and discussed.
  - Closed-Circuit Television (CCTV) next to these machines was planned for security purposes.
- Blue light stations, emergency call button placement, and phone requirements were also being researched.
- For CTS and Supervisory Control and Data Acquisition System, a lot was dependent on the final design of the stations.
- The central control for the system was planned for the maintenance yard with a second command center planned for the new Alapai Transportation Management Center.

### • Concluding Remarks

FTA noted that the City had been working hard over the last year and had come far in its planning. It was noted that the City, at this point, had delivered at least one each of the key deliverables.

FTA asked about the procurement process for the system and whether with the creation of a Transit Authority procurement for the system would be transferred to this new authority. The City stated that this was still being discussed, but that if the Transit Authority is created, it could have its own board and function independently of the City Council so separate procurement was a possibility. FTA stated that around FY '09 and FY '10 the City should anticipate a procurement system review. At that time, FTA will want to understand change order procedures that would be part of the procurement process.

Another area the City and FTA discussed was the State Safety Oversight Agency (SSOA). FTA noted that they had contractors that could assist the City in standing up this agency. FTA agreed to mention the eventual need for this agency to the State.

### • Tasks from meeting discussions

A task list was created from the meeting and is as follows:

- Copies of all presentations and updates are to be sent to the PMOC (PMOC will forward to others)

#### APPENDIX G – FTA Quarterly Meeting Minutes (Continued)

- FTA to outline risk requirements and send to RTD
- Conference call for EIS parties with representatives from FTA Headquarters and Region IX to discuss outstanding questions/issues
- Suggestion that City look at possibility of working with businesses effected by construction; FTA to identify a contact person in Phoenix, AZ where a successful plan was implemented
- RTD to create presentation on procurement similar to real estate presentation (Discussion of cost collection; database creation; model creation; etc.)
- Further discussion of risk for RTD regarding permitting architects to design to 30% prior to notice
- City to identify what date entry into PE becomes critical
- PMOC to receive updated schedule and review
- FTA to forward contact point for Dulles to RTD with regard to guideway design
- RTD to provide project delivery approach to FTA for clarification
- Workshop reports from all workshops and forums discussed in presentations to be forwarded to PMOC
- FTA to discuss SSOA with State
- New Ramp binders to be delivered to PMOC
- PMOC to follow up with RTD regarding assurance that supply of power for system is sufficient
- Video from outreach efforts depicting the system to be forwarded to PMOC
- Draft resolution for creation of transit authority to be forwarded to FTA and PMOC
- PMOC to reflect verbal acceptance of AA as there were no problems conveyed to RTD
- Updated financial and travel loads to be forwarded to PMOC and FTA
- Financial consultant to contact RTD Transportation Planner.

#### III. FTA PMO MEETING DAY 3 - DRAFT MONITORING REPORT REVIEW

**Date:** Thursday, April 10, 2008

**Location:** Main Conference Room

APPENDIX G – FTA Quarterly Meeting Minutes (Continued)

**Address:** Alii Place, 1099 Alakea Street, 17<sup>th</sup> Floor  
Honolulu, Hawaii

The PMOC reviewed with the City the Draft Monitoring Report. The list of attendees is noted on **Appendix A**.

A list of presentations and handouts presented at the meeting is as follows:

- Handout – Draft Honolulu High –Capacity Transit Corridor Project Specialized Monitoring Deliverable
- Handout – New Starts Project Planning and Development Checklist of Project Sponsor Submittals to FTA to Enter Preliminary Engineering

Changes and modifications were discussed. A new draft for review was to be forwarded upon completion for review by the City.